DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M88 1 Of 1

Town of Oc ITEM NO 1	DESCRIPTION Meeting Minutes: Minutes; Work Session Minutes; Agenda; Agenda Packets; Sign In Sheets; Planning & Zoning Variance Applications; Applications for Festivals;	City Clerk RETENTION Screen annually. Destroy material having no further administrative, fiscal, legal or
МО	Meeting Minutes: Minutes; Work Session Minutes; Agenda; Agenda Packets; Sign In Sheets; Planning & Zoning Variance	Screen annually. Destroy material having no
1	Minutes; Agenda; Agenda Packets; Sign In Sheets; Planning & Zoning Variance	
	Budget; Brochures	operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
2	Subject Files - Contains: Beach Equipment Rental; Vehicle Vending Franchise, Beach Ph Franchise; Boards & Commissions; Budget; Various City/State Departments; Pension Plan City Vehicle Titles; Public Notices; Postage Meter System; Sale of Capital Assets; Surplu Vehicle Sale; Airport Expansion; Year end Sta Reports; Ocean City sewerage system; liquor control board for Worcester County; District Court Files; Chamber of Commerce; Tax Sale Information; Bankruptcy.	operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
3	Council Meeting Tapes - Mayor & City Council Ethics Commission; Beach Mediation Board; Pension Trustees	Retain for 3 years, then recycle
4	City Elections - Voter cards; absentee ballots voter registration, voting record cards - 1950; election results	
5	Contracts/Agreements/Leases - Includes: Elevator Maintenance; Food Service; License Agreements for Convention Center; United Cable TV; EMS Equipment; Bus Shelter Easements; Grants; T Hanger Lease; County State.	
6	Pension Reports - Public Safety Employees; General Employees; Annual Reviews/Actuaria Valuation. (Investment Records; Distribution Benefit Forms Now Maintained by Finance)	
DIVISION R	BY DEPARTMENT, AGENCY, OR REPRESENTATION	SCHEDULE AUTHORIZED BY STATE ARCHIVIST DATE APR 1 1 7000 SIGNATURE SIGNATURE SIGNATURE

TYPE NAME <u>Carol L</u> Jacobs

TITLE <u>City Clerk</u>

SIGNATURE June ...

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of	
1. DEPARTMENT/AGENCY CITY	2. DIVISION	3. UNIT	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.			
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR	
City Courcils Mee,	ting Muntes	10 <i>1999</i>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series;	
Meeting Minute	s: Miristes; Wo	MK SESSIDIO	
Minutes; Agen	SA- RyendATA	ckels-sign	
IN Sheets- P/A	WHING+ZOWING	VATANCE	
Applications; App	Vicitions for Fe	Estivals; Budget	
Brachures;			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
D Letter Size D Microfilm	 Alphabetical 	File Drawer(s) Microfilm Reel (s)	
to Legal Size ☐ Computer Tape	Numerical	□ Computer Tabe (s) □ Other (Specify)	
□ Bound Book □ Floppy Disk	Chronological	Number C. F	
□ Audio Tape □ Video Tape	© Geographical	10. ANNUAL ACCUMULATION	
Other (Specify)	Other (Specify)	□ File Drawer (s) □ Microfilm Reel (s)	
	DATER	□ Computer Tape(s) □ Other (Specify)	
		Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
n Daily Weekly Monthly	Number D	Month(s) Year(s)	
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)	
VANLE- TOYM	□ Yes	□ No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
□ Yes □ No	□ None □ State □ F	ederal Independent	
 IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 	18. RECOMMENDED RETENTIO		
□ Yes □ No	Permanent. to the Maryla	Fransfer periodically and State Archives.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		

				
INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 2 Of 6		
1. DEPARTMENT/AGENCY /	2. DIVISION	2 10117		
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DEFINITION - Record Series - A group of related record	DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.			
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR		
Subject Files		1960 1999		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series:		
CONTAINS : Bench	EDUIDMENT KE	STAL, BOARDS +		
COMMISSIONS! E	Budget: VATION	s city-state		
DEPARTMENTS;	PENSIDO PIANO,	City Venicle		
Titles; Public N	otices, Positing	12 million		
SALE OF CAPITAL	HSSELS, HBANZ	A RIN STATE ROOM		
SHE HIPPTIE	XPHUSIDN JUNI	n Excessive (excessive		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME		
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□ Bound Book □ Floppy Disk	□ Chronological	Number C.F.		
☐ Audio Tape ☐ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION D File Drawer (s)		
□ Other (Specify)	O Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tape(s)		
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		Number		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER			
☑ Daily ☐ Weekly ☐ Monthly	Number	Month(s) Year(s)		
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)		
CHYHAII-1ST Floor	□ Yes	□ No		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS			
□ Yes □ No	□ None □ State □ F	ederal 🗆 Independent		
IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION USC FENERAL M	lecords		
□ Yes □ No	Betention.			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE		

1966 1966

8. C.F.

Ocean City bewerage System - Lianor Control Board for Worcester Co District Court Files - CHAMber of Commerce, the Tax Sale Information; BANKRUPTCY.

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	Page 3 Of 6		
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT		
1. DEL ANTIBELLI AGENCI	cityclerk	3. Only		
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.		
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR		
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/cocuments/forms found in the Series. Include	the purpose or function of the Series:		
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME		
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	DOL	☐ Computer Tape(s) ☐ Other (Specify)		
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13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)		
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15. ACCESS RESTRICTIONS (If was alle lawfe) & condition(a)	46 AUDIT PROUBEREUTS	-		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS			
□ Yes □ No □ None □ State □ Federal □ Independent				
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 18. RECOMMENDED RETENTION Refail For 3 Jenns 18. RECOMMENDED RETENTI				
□ Yes □ No	Then recycle			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE		
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 JESSUP MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION CHYCLER	3. UNIT
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE CHY ELECTIONS		5. EARLIEST YEAR / LATETEST YEAR 1950 TO
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series;
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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□ Legal Size □ Computer Tape	□ Numerical	Other (Specify)
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13. CURRENT LOCATION(S) (Bldg. Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)
City HAIL-VALLET	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	;
□ Yes □ No	Permane to the Ma	nt. Transfer periodically aryland State Archives.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of	
1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT	
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DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE CONTYNOTS/Agreen	verts/Lense	5. EARLIEST YEAR / LATETEST YEAR	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series:	
Includes; ELEVAT	tor MAINTENANCE	e foodservice	
Liceuse Agreen		Convention	
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7 DECORD SERVES FORMATION	a BECORD OFFICE OFFICE	A VOLUME	
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
□ Yes □ No	□ None □ State □ F	ederal 🗆 Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION RETERMENT CD	inforbife of	
□ Yes □ No	Plus 3 Years to	hen destroy	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	

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1. DEPARTMENT/AGENCY	2. DIVISION CLTYCKETK	3. UNIT	
DEAN CITY	A Taranta	J. UNII	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.			
4. RECORD SERIES TITLE	and the many most time to the terminal	5. EARLIEST YEAR / LATETEST YEAR	
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of	0 ()	the purpose or function of the Series)	
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Gevern En	mplayees		
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Bound Book 🗆 Floppy Disk	□ Chronological	Number C-F	
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13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)	
657HOHEE	□ Yes □ No		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
□ Yes □ No □ None □ State □ Federal □ Independent			
47 IO AN INDEX ORDER	7 ,		
 IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 	18. RECOMMENDED RETENTION RETURN PLUS 3/es	wtorlife of	
□ Yes □ No	IMM PIUS SYEH	rs, thendes)roy	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	